

TAB

A

INSTRUCTIONS FOR TRANSMISSION AND INVENTORY OF TOP SECRET DOCUMENTS

I. OBJECTIVES:

- A. To establish a simple, uniform, and effective system for the control of Top Secret documents transmitted between Areas and/or to outside agencies.
- B. To provide to the Central Top Secret Control Office up-to-date information on the location or disposition of all documents, as well as accountability for all TS Control numbers.
- C. To provide periodic inventories of all documents with minimum expenditure of time.

II. EQUIPMENT REQUIRED:

- A. "Receipt for TOP SECRET Document", in quadruplicate, Form No. ____.
- B. Filing equipment for receipts, $3\frac{1}{4} \times 7\frac{1}{2}$. (IBM file drawers for those areas handling a volume of TS material.)

III. ACTIONS TO BE DISCONTINUED:

- A. Preparation of CIA Document Receipt, Form No. 38-16.
- B. Submission to Central Top Secret Control Office of "Top Secret Log", Form 38-14.
- C. Central Top Secret Control Office only. -- Preparation of "Top Secret Posting Record", Form 60-75, except on documents initially disseminated by CTSC.

IV. PROCEDURE TO BE FOLLOWED: 1/

A. TRANSMISSION:

- 1. Prepare "Receipt for Top Secret Document", Form _____, in quadruplicate from supply of numbered receipt forms furnished to the Area. (See attached sample.)
 - a. List all documents to one Addressee on one receipt (if more space is needed to list documents, prepare additional receipts). Do not enter titles of documents on receipts or other information necessitating classification of the receipt.

1/ Procedures established herein apply only to documents transmitted outside the Area. Internal control is the responsibility of the Area TSCO.

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- b. Attach green and yellow copies of receipt to the batch of documents listed thereon to go to the Addressee.
- c. Place pink copy of receipt in envelope addressed to Central Top Secret Control Office, 1040 M Building.
- d. Retain blue copy of receipt in suspense pending return of signed receipt by Addressee.
- e. If a document receipt must be voided for any reason, do not destroy. Write "Void" across the face of the receipt, send yellow copy to CTSC, retain green copy for your receipt file, and destroy pink and blue copies.

2. When signed green copy of receipt is returned by the Addressee, remove the blue suspense copy from the file and substitute the green copy.

B. RECEIPT:

1. Return green copy of document receipt to Sender, in an envelope addressed to the Area Top Secret Control Officer.
2. Send yellow copy of document receipt in an envelope to the Central Top Secret Control Officer, 1040 M Building

C. DOCUMENT NOT TRANSMITTED OUTSIDE AREA:

1. Each Area is assigned (by Central Top Secret Control Office) blocks of 5 digit CIA Control numbers for Top Secret documents, each number of which must be accounted for to CTSC.
2. Documents received from an outside Agency or originated within an Area which are not transmitted elsewhere will be assigned CIA control numbers but will not require TS document receipts.
3. The Area TSCO will submit to Central Top Secret Control Office at the end of each week a complete list of all TS Control numbers and copy numbers used during that week, to provide a complete account to Central Top Secret Control Office.
4. If the documents are transmitted elsewhere at a future time, the procedure in IV. A. and B. will be followed.

V. INVENTORY:

- A. The first inventory of Top Secret documents will be made 3 months after installation of above instruction. Inventories will be made periodically thereafter.
- B. Central Top Secret Office will have IBM cards punched weekly from document receipts plus lists of CIA control numbers furnished by the Area TSCO's. The IBM card will list the CIA control number, copy number, document receipt number, sender, date of dispatch, and recipient.

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C. Movement of a document to another Area results in the ejection by the IBM machine of the card showing the previous recipient. Thus, an up-to-date record of the current recipient is always available.

D. Periodically Area TSCO's will be provided a machine listing of all documents for which they are accountable as of the date of inventory.

E. Area TSCO's will check their records and files against the inventory listing, and will either verify the listing to the Central Top Secret Control Officer or report in writing any variances therefrom.

F. Follow-up on inventory verifications and reports will be conducted by the Central Top Secret Control Officer in collaboration with the Office of Inspection and Security.

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CIA Top Secret Control Officer

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CENTRAL INTELLIGENCE AGENCY					
RECEIPT No. _____ FOR					
TOP SECRET DOCUMENT					
TO:				NOTICE TO SENDER: SEND GREEN AND YELLOW COPIES TO AD- DRESSER, PINK COPY TO CTSC. IF VOIDED, DO NOT DESTROY-SEND YELLOW COPY TO CTSC	
FROM:				DATE OF DISPATCH:	
CAUTION: IDENTIFY DOCUMENTS TO AVOID CLASSIFICATION OF THIS RECEIPT					
CIA No(s)	DOC. DATE	DOC. No(s)	COPY No(s)	ATTACHMENTS	TOTAL NUMBER OF PAGES
NOTICE TO RECIPIENT: SEND SIGNED GREEN COPY TO SENDER, SIGNED YELLOW COPY TO CTSC			I hereby acknowledge receipt of above material and I assume responsibility for safeguarding according to regulations		
				SIGNATURE OF AUTHORIZED RECIPIENT	
				DATE OF RECEIPT	